

# **SETTING UP OF INSTITUTE FOR TRAINING TO SCHEDULED CASTE CANDIDATES IN STENOGRAPHY (Special Central Assistance) AT MOHALI, PATIALA, FEROZEPUR AND AMRITSAR**

## **INTRODUCTION**

The Scheduled Caste population in the Punjab State as per 2001 census is 75.33 lakhs which constitutes 31% of the total State Population i.e. 2.43 crore. This is the highest percentage for a State in our country which has 16.32% Scheduled Castes population. Out of them 79.45% population live in Rural Areas and 20.55% in Urban Areas. In the State of Punjab, there are no Scheduled Tribes. The erst-while criminal tribes, who have been de-notified, had been included in the list of Scheduled Castes and are entitled to all the benefits being extended to the Scheduled Castes.

Keeping in view the deficient representation of Scheduled Caste in the cadre of Steno typists/Stenographers and non-availability of such qualified persons with Punjab Subordinate Service Selection Board and State Employment Exchange, the State Govt. have decided to start a scheme namely "SETTING UP OF INSTITUTE FOR TRAINING TO UNEMPLOYED GRADUATE SCHEDULED CASTES CANDIDATES IN STENOGRAPHY", at Mohali out of SCA funds in the year 1987-88. The scope of this scheme has been extended by opening similar Stenography centres at Patiala and Ferozepur from the year 1999-2000 and at Amritsar from the year 2002-03 .

### **Background of the Scheme**

Stenography is the trade for which the demand is increasing day by day in private/public sector and in order to have sufficient representation of SC candidates in the

cadre of Steno-typist/Stenography in Govt./Semi Govt. and private sector, the scheme **‘Setting up of Institute for Training in Typing and Stenography to below poverty line Scheduled Castes’** was started during the year 1987-88. The scheme is implemented by the Directorate of Welfare of SCs/BCs. Under the Scheme, the basic qualifications for the trainee are as under:-

1. Graduate or equivalent degree in any discipline from recognised University/ Institutions.
2. Candidate should have done graduation in relevant language as elective or optional subject.
3. Candidate should be unemployed belonging to Scheduled Caste Community and also belonging to BPL family or having income from all sources up-to 1.00 lac

To select the candidate a selection committee under the chairmanship of Deputy Director, Department of Welfare of SC/BC with concerned District Language Officer and concerned Instructors as Members and District Welfare Officer as Member Secretary has been constituted so as to give fair selection on the basis of merit.

At present, the coaching in stenography is provided at Mohali, Patiala and Ferozepur and Amritsar. The duration of the training period is one year. The number of seats in Mohali Institution is 80 having 40 seats each in Punjabi and English. The number of seats in Patiala, Ferozepur and Amritsar institutes are 50 each (25 each in Punjabi and English). During the training period, each trainee is provided stipends @ Rs. 750/-P.M. in

addition to this, trainees are also provided stationary, library books and other material required for the training.

### **Computer Component in the Stenography Training Institute.**

With the increasing use of Information Technology, through computers in every field, these institutes for providing training in Stenography are using their relevance in the Government as well as Private Sector. To make these institutes job-oriented, computer component was also added in these institutes alongwith the training in Stenography to make these institutes result-oriented and new avenues will be opened for the candidates passing out from these institutes. But this can be possible only when these centres will be fully equipped with Computer and infrastructure as mentioned below:-

S.No.	Institute	Number of Computer Systems Required
1	Stenography Training Institute, Mohali.	20
2	Stenography Training Institute, Patiala.	20
3.	Stenography Training Institute, Ferozepur	20
4	Stenography Training Institute, Amritsar.	20
	<b>Total:</b>	<b>80</b>